Affected contracts:

- QPA#10159A, Sherwin-Williams / MAB Vendor ID# 7877
- QPA##10158, PPG (Pittsburgh & Porter Paints)* Vendor ID# 51533

*For the fastest delivery of PPG paint and paint supplies, please contact Theresa Alexander first before placing orders:

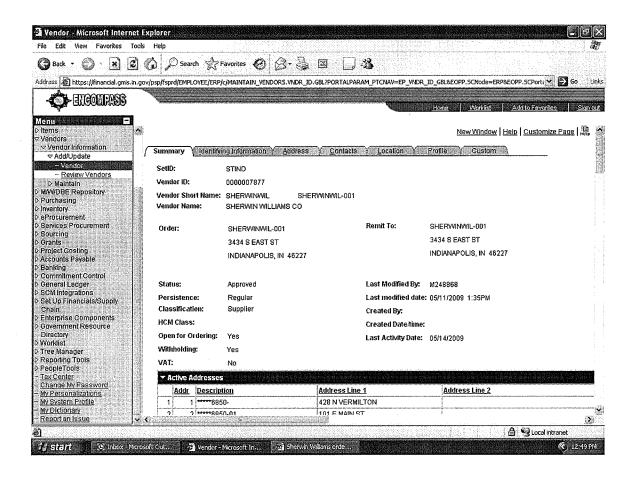
Phone: (317) 538-9626

E-mail: talexander@ppg.com

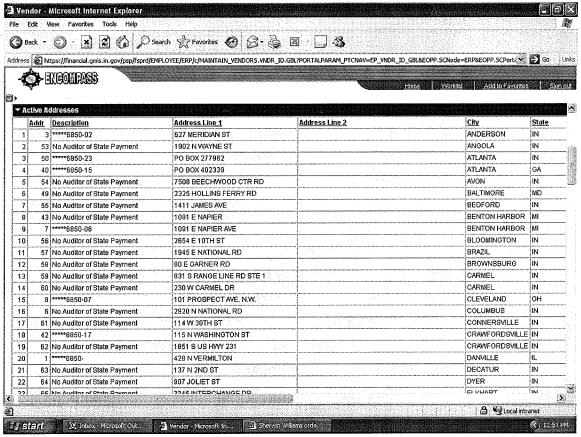
(Information associated with Sherwin-Williams / MAB is used in this document for training purposes. The process applies to PPG contract as well.)

Follow the normal process to create a requisition through eProcurement. Expedite it to a purchase order through the usual manner when it is Approved Status with a valid budget check. The purchase order will default with Order and Remit to addresses in Indianapolis as established through the QPA defaults.

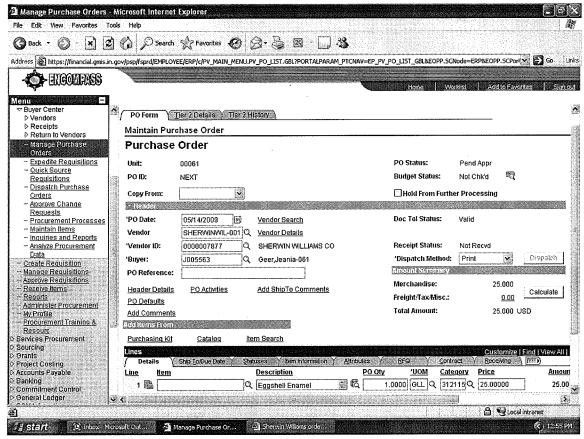
At this point, it would be most beneficial for you to navigate to Vendors>Vendor Information>Add/Update>Vendors and search for Vendor ID 0000007877. When the results are displayed you will see there are a number of active Addresses (order addresses throughout the State). Find the Sherwin Williams office closest to your facility or one that best meets your needs.



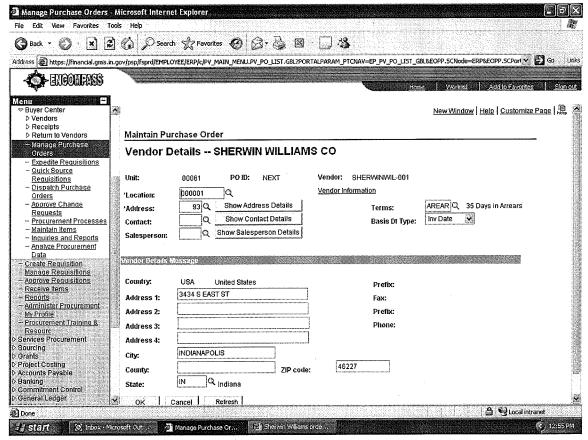
You can sort the columns by clicking on one of the column headers with an underscore as shown on the screen below where the city column has been sorted into alphabetical order.



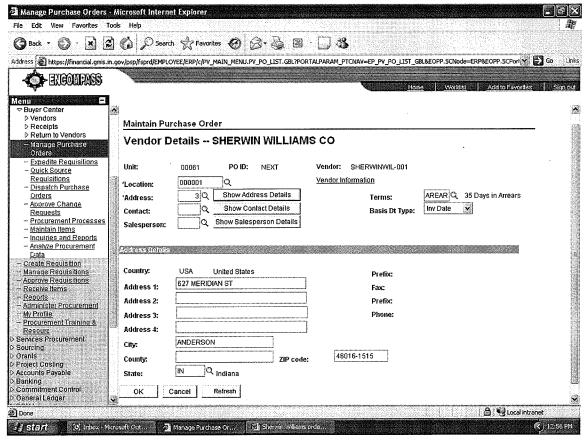
For the following example purchase order we want to use the Anderson office for the order address so make a note of the number in the "Addr" column which in this case is 3.



Navigate to eProcurement>Buyer Center>Manage Purchase Orders to pull up your purchase order. Click on the blue link labeled Vendor Details (to the right of the vendor name box). The following page will display the order address that is currently on the purchase order.



Click on the magnifying glass to search for the correct address or simply enter the correct Address number in the box. Please <u>do not change the location</u> on the purchase order as the remit address is in Indianapolis is correct. You can click on the yellow Show Address Details to confirm the order address is correct (as shown below).



Click ok to return to the purchase order panel and then you can click on the blue link labeled "View Printable Version" to confirm that the purchase order information is correct. At this point you can finish processing the purchase order as required.